

1. Submission Instructions for Electronic Applications

Please read this entire section before attempting an electronic submission through Grants.gov.

- a. Preparing for Submission. The appropriate electronic application package available through the <http://www.grants.gov> site must be used for electronic submissions. In order to view the application package, download the PureEdge viewer (hyperlink available under “Apply for Grants” then “Apply Step 1”). The application package may be quickly accessed from https://apply.grants.gov/forms_apps_idx.html [EXIT Disclaimer](#) using the appropriate Funding Opportunity Number. **Be sure to download the electronic application package for the appropriate Funding Opportunity Number.** “Register to Receive Notification” in order to receive automatic notification of announcement updates.

The submission of an electronic application to Grants.gov must be made by an authorized organizational representative (AOR) of the submitting institution who is registered with Grants.gov. Please see <http://www.grants.gov/> [EXIT Disclaimer](#), “Get Started” for further information. The registration process may take a week or longer. Investigators should check with their Sponsored Programs or equivalent office to locate an AOR. Most submission problems can be avoided by communicating with the AOR well before the solicitation closing date and allowing sufficient time for following the guidance provided below should submission problems be experienced.

- b. Acknowledgement of Receipt. The complete application must be transferred to Grants.gov no later than 4:00 pm Eastern Time on the solicitation closing date (see “Submission Dates and Times”). Grants.gov provides acknowledgements of application receipt that include an on-screen notification of successful initial transfer as well as an e-mail notification of successful transfer from Grants.gov to EPA. While it is advisable to retain copies of these Grants.gov acknowledgements to document submission, ***the only official documentation that the application has been received by NCER is the e-mail acknowledgement sent by NCER to the Principal Investigator and the Administrative Contact.*** This email will be sent from receipt.application@epa.gov; email to this address will not be accepted. ***If an email acknowledgment from NCER (not support@grants.gov) has not been received within 30 days of the solicitation closing date, immediately contact the technical contact listed under “Agency Contacts” in this solicitation for instructions on how to proceed. Failure to do so may result in your application not being reviewed.***
- c. Form of Application. The application package consists of 1 through 4 (below). **Item 4 must be submitted in one Adobe Acrobat PDF file.** Please review the file for conversion errors prior to including it in the electronic application package; requests to rectify conversion errors will not be accepted if made after the solicitation closing date and time.
 1. On the initial electronic Grant Application Package page, complete the “Application Filing Name” field by entering the Principal Investigator’s name, starting with the last name.
 2. Application for Federal Assistance (SF-424): Complete the form.
 3. EPA Key Contacts Form 5700-54: Complete the form. If additional pages are needed, see 4 below.
 4. Add Mandatory Project Narrative, budget, and related information: Attach a single electronic file labeled “Application” that contains items IV.B.4.

through IV.B.8. If Key Contacts Continuation pages are needed, place them before the Abstract (IV.B.4.). Investigators should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced and are cautioned to review files for PDF conversion errors before forwarding.

d. Transfer of Files.

The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your internet browser will launch and a sign-in page will appear. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please contact Grants.gov for assistance (Telephone: 1-800-518-4726). **Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to follow all troubleshooting instructions before 4:00 pm Eastern Time on the solicitation closing date.**

A successful transfer will end with an on-screen acknowledgement. “Print Screen” this acknowledgement for documentation purposes. If you experience submission problems, reboot the computer – turning the power off may be necessary – and re-attempt the submission. If submission problems continue, contact Grants.gov for assistance (Telephone: 1-800-518-4726).

e. Transmission Difficulties

1. Late transfer due to electronic submission problems: Should electronic submission problems result in the application being transferred to Grants.gov after 4:00 pm Eastern Time on the solicitation closing date, send an e-mail documenting the problem (include the Grants.gov “case number”) to Harrison.Bronda@EPA.gov no later than 5:00 pm Eastern Time on the solicitation closing date.
2. Unsuccessful transfer of application package: If a successful transfer of the application cannot be accomplished due to electronic submission issues, send an e-mail to Harrison.Bronda@EPA.gov. This e-mail must document the problem, provide the Grants.gov “case number,” have the entire application attached, and be sent no later than 5:00 pm Eastern Time on the solicitation closing date.

Applications received after the solicitation closing date and time, but no later than 5:00 pm Eastern Time, may be considered for review only if the electronic submission instructions have been followed and the documentation provided clearly shows the delay was solely as a result of problems with the transfer to Grants.gov.

3. Grants.gov rejection of application: If the final notification from Grants.gov indicates that the application has been rejected, immediately contact the individual listed as the “Electronic Submissions” contact in this solicitation.